

Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya,Ujjain

ORDINANCE NO.3

EXAMINATIONS (GENERAL)

(Refer Sections 35 (e) and (f) of the Act)

(For the purpose of this Ordinance, the Act means Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya Adhiniyam 2006 (No. 15 of 2008))

Part-I

Definitions

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examination of the University for a degree or a diploma, either generally or for a particular examination, unless there is anything repugnant to the subject or context :
 - (i) "Regular candidate" means a person who has prosecuted a regular course of study in a University Teaching Department or College and seeks admission to an examination of the University as such :
 - (ii) "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.
 - (iii) "Non-collegiate candidate" means a person who seeks admission to an examination of the University otherwise than as a regular candidate or ex-student candidate.
 - (iv) "A regular Course of study" means:--
 - (a) In case of Faculty other than the Faculty of Ayurveda attendance atleast seventy-five percent of lectures, practicals and internship separately,
 - (b) In case of the Faculty of Ayurveda attendance atleast seventy-five percent of lectures and eighty-five percent of practicals and clinicals separately,in a University Teaching Department or College in each subject which a candidate intends to offer for an examination.
- Note : In this Ordinance, unless provided otherwise, lectures, shall include tutorials and seminars.
- (v) " Correspondence Course ” means :--
 - (a) A course formulated and organized by Distance Education Cell of the University.
 - (b) The Candidate shall be enrolled by the Distance Education Cell of the University under various Faculties.
 - (c) The candidate shall be supplied the course material and reply sheets etc. The reply sheets shall be periodically evaluated and their performances communicated to the candidates. Only those enrolled candidates shall be

allowed to take the examination, who obtain at least 30% marks in periodic assessments.

(d) In subjects involving practical work the candidates shall have to complete the practical work at a College and the same shall be evaluated as per provisions of this Ordinance.

(vi) "Forwarding officer" means:--

(a) In case of an ex-student candidate, the Principal of the college where the candidate has prosecuted a regular course of study.

(b) In case of non-collegiate candidate other than one who has taken a correspondence course in the University, the Principal of the college which the candidate chooses as his examination centre.

(c) In case of a non-collegiate candidate who has taken a correspondence course for the examination in the University, the officer-in-charge of the Correspondence Course.

(vii) "Attested" means attested by the Forwarding Officer.

Part – II

Admission of a regular candidate to an examination of the University.

1. No regular candidate shall be admitted to an examination of the University unless he :--
 - (i) has been enrolled as a student in a University Teaching Department or College in accordance with the provisions of the Ordinances,
 - (ii) possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination,
 - (iii) has been enrolled as a student of the University,
 - (iv) satisfies all other provisions, applicable to him, of this Ordinance and any other Ordinances governing admission to the examination to which he seeks admission.
2. Where a candidate offers an additional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.
3. In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study :
 - (i) University should strictly follow the prescribed academic calendar. This should be ensured for all affiliated colleges as well. Minimum 180 days for actual teaching be made available.

- (ii) attendance at lectures delivered and practicals/clinicals/sessionals and/or internship, if any, held during the academic session shall be counted.
- (iii) attendance at any lecture delivered or practicals/clinicals/sessionals held within fourteen days preceding the first day of the written examination, which shall be treated as preparation leave, shall not be counted.
- (iv) attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.
- (v) attendance at N.C.C./N.S.S. camp during the session shall be taken as full attendance at lectures/practicals on each such day of camp.
- (vi) Participation as a member of a University/College team in any Inter-University or Inter-Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- (vii) Participation as a member of a recognized National Organization team in any International Competition shall be taken as full attendance. The period will include the days of actual coaching, competition and the days of journey for participating therein.

Provided that in case of participation in NSS/NCC/Sports/Youth Festival/Adult Education Camps/Meets/Cultural Teams sponsored or recognized by the University, a maximum of 30 days for state level and 45 days for International level events in one session would be reduced from the denominator (i.e. the total number of teaching days) while working out percentage of attendance for such candidates.

Provided further that in case of participation in an International meet the Executive Council shall take appropriate decision in each individual case, keeping in view the merits and circumstances.

4. The aggregate number of lectures delivered and practicals/clinicals/sessionals and/or internship held in an academic session in a University Teaching Department or College for a Post-graduate or degree examination shall not be less than 180.

The Principals of the Colleges and the Heads of the UTDS shall see that the teaching work is continued without any gap and the prescribed courses of studies in each subject are completed by the end of February every year. In order to concentrate on the studies in the Colleges end the UTDS all extra curricular activities shall be completed latest by 31st December each year. The Colleges and the UTDS shall follow faithfully the annual academic calendar, which shall be issued by the University every year in the beginning of the session. The allotment of periods, which shall be of 45 minutes duration, per week shall be as under :-

For teaching work-load in the UTDS and colleges, the norms prescribed by the University Grants Commission, New Delhi and/or state government be followed. Tutorials/Practicals will be equated as 3 for 2 lecture periods. This will be in addition to research work.

5. For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practicals/clinical/sessionals held in each subject may be condoned by the Kulpati.
6. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Principal of the college or Head of the University Teaching Department :--
 - (i) submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department indicating the subject or subjects in which he desires to present himself for the examination.
 - (ii) pay along with the application, the fee prescribed for the examination concerned together with a prescribed fee for the supply of marks obtained by him in each paper at the examination.
 - (iii) affix his/her latest passport size photograph duly attested by the Principal/Head of University Teaching Department on the application form and admission card.
7.
 - (i) Applications submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Principal of the College/Head of the University Teaching Department so as to reach the Registrar on or before the last date prescribed for the purpose by the University.
 - (ii) In case of each application, the Principal of the College/Head of the University Teaching Department shall certify that the candidate :
 - (a) possesses the minimum academic qualification for appearing at the examination to which he seeks admission.
 - (b) is of good conduct.
 - (iii) The Principal of the College or Head of the University Teaching Department concerned shall send to the Registrar at least ten days before the commencement of the examination concerned three separate lists as detailed below :
 - (iv)
 - (a) If a student has attended less than 30% both of lectures delivered and of the practicals held, the principal shall inform him in writing that he will not be allowed to appear in the examination as a regular candidate.
 - (b) Students who have attended less than 75% of both lectures delivered and of the practicals held, shall be allowed to appear under the provisions of the Adhinyam as Non-collegiate candidates on payment of prescribed fee.

List A:

Of those candidates who have attended at least 75 percent both of the lectures delivered and of the practicals held separately in each subject of the course of instructions for the examination (in the case of Faculty of Ayurveda, the minimum attendance in theory shall be 75 percent and in practicals and ward-clinics 85 percent separately for each theory paper and for practicals/sessionals).

List B:

Of those candidates whose attendance is short by not more than 15 percent for condonation by the Kulpati, the Principal or the Head of the University Teaching Department concerned are required to give specific reasons for condonation of shortage along with their recommendation.

List C:

Of those candidates whose shortage of attendance exceeds 15 percent and who are to be debarred from appearing at the examination.

8. (1) The Principal of a college or the Head of University Teaching Department may detain a regular candidate from taking an examination if he does not pay outstanding college dues, or does not return the college property and all the articles and uniform issued to him for sports or N.C.C. or does not pay the cost thereof in case of loss, 15 days before the commencement of the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.
- (2) A regular candidate shall be required to fulfil the following conditions about the internal assessment, i.e. continuous comprehensive evaluation (CCE) prescribed, if any, before he/she is permitted to appear at the examination:
 - (i) He/She must secure a minimum percentage of marks prescribed, if any, in internal assessment, i.e., continuous comprehensive evaluation (CCE) through quizzes, unit tests, seminars, tutorials etc. in each separately at the first degree level and in each paper at the post-graduate level.
 - (ii) The record of such evaluation shall be kept with Principal of affiliated College/Head, University Teaching Department till the final result of the examination concerned is declared.
 - (iii) The university shall select atleast 5 percent script of such evaluation at the first degree level and atleast 10 percent at the post-graduate level and get them examined as a process of academic auditing.
 - (iv) Scripts of such evaluation shall be made available to the students for feed back and improvement.

- (v) The awards of internal assessment i.e. CCE shall be consolidated out of the prescribed marks in each subject separately at the first degree level and each paper at the post-graduate level and communicated to the Registrar.
- (vi) He/She must secure the minimum percentage of marks prescribed, if any, in the evaluation of practical work, which must be done continuously by assigning marks on each completed practical.

At the end of the session it be computed out of the prescribed marks for each subject at first degree level and for each paper at the post-graduate level.

- (vii) The awards of such evaluation in theory and practical, if any shall be sent to the registrar atleast ten days before the commencement of university examination.

Part – III

Admission of an ex-student candidate to an examination of the University:

- 9. (1) No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination;
 - (i) the statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
 - (ii) in case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
 - (2) No person shall be admitted as an ex-student candidate at any examination in the Faculty of Ayurveda.
10. An ex-student candidate for an examination shall: -
- (i) Submit through the forwarding officer, i.e., the Principal of the college wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University.

Note : An ex-student shall have to appear in all the subjects in degree examination and in all the papers in post-graduate examination, which he/she had offered in the examination in which he/she has failed.
 - (ii) Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 9(1) above.
 - (iii) Affix on his/her application for admission to the examination his/her latest passport size photograph duly attested by the forwarding officer.

- (iv) Pay the fee prescribed for the examination together with the additional fee for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed bank draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.
11. (i) An ex-student candidate shall offer the subjects or optional papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.
- (ii) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
12. Every ex-student candidate shall appear at the examination Centre at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing. Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his examination centre.

Part – IV**Admission of a Non-Collegiate candidate to an examination of the University:**

13. (1) It shall be a pre-requisite condition for every non-collegiate candidate for any examination of the University that he should be a bonafide resident of a district within the territorial jurisdiction of the University or should have been residing on the date of admission of application form for admission to an examination for atleast twelve months in a place situated within the territorial jurisdiction of the University.

Provided that in case of a Madhya Pradesh or Central Government employee on transfer or his dependent the above mentioned period may be relaxed by the Kulpati.

Provided also that in case of non-collegiate candidates who have taken a correspondence course for the examination concerned in the University such residence qualification shall not be necessary.

- (2) Subject to fulfilment of the requirements of the Ordinance relating to the examination concerned, non-collegiate candidates shall be eligible to appear in Shastri/Acharya/B.A./M.A. examinations under annual system of examination.
- (3) No non-collegiate candidate shall be admitted to an examination of the University unless such candidate if he has offered a subject for such examination for which a course of practical work is prescribed, has completed such work in a University Teaching Department or a College and submits to the Registrar before the last date notified by the University a certificate of such completion from the Head of the Teaching Department or the Principal of the College.

14. (1) Every non-collegiate candidate seeking permission for admission to an examination shall apply to the Registrar on or before the last date notified by the University in the prescribed form through the Forwarding Officer, i.e., the Principal of the College which the candidate chooses as his examination centre or officer-in-charge of the correspondence course, as the case may be. The candidate shall submit with his application the following:--

- (i) The original statement of marks obtained at the qualifying examination together with an attested copy thereof or at the examination in which he is to appear if he had failed at the examination earlier.

In case there is a gap between the earlier examination and the examination in which the candidate is to appear, the candidate is required to submit an affidavit (certified from notary) that the candidate has not appeared in any examination whatsoever during the gap period.

- (ii) Certificate in original from the Collector or Deputy Collector of a district included within the territorial jurisdiction of the University showing that he is a bonafide resident of the district or has been residing in the district for a period of not less than twelve months on the date of application for admission to the examination or a certificate of such residence in original from the Principal of a college affiliated to the University duly supported by an affidavit sworn by the candidate's father, mother, guardian or husband as the case may be.

Provided that where a candidate requests for relaxation of the requirement relating to the period of residence on the ground that he is a Madhya Pradesh or Central Government employee or the dependent of such employee on transfer to a place within the jurisdiction of the University, he shall submit the necessary certificate in support of such transfer from the Head of the Office where the Government servant is employed.

Provided also that such residence certificate shall not be necessary in case of a non-collegiate candidate who has taken a correspondence course of the University.

Provided further that :--

- (a) Those candidates, who were regular students of the colleges affiliated to the University or of the University Teaching Departments in the preceding year and who desires to appear as non-collegiate candidate at the subsequent examination, should be exempted from producing a certificate of bonafide residence of the district included within the territorial jurisdiction of the University.
- (b) Those candidates who had produced a certificate of bonafide residence and who appeared at an examination in the preceding year should not be required again to produce a certificate of bonafide residence for admission to the subsequent higher examination.

Provided further that where the gap between previous examination and the examination of the next higher class or course is more than the minimum required, the candidate shown in clause (a) and (b) above, shall be required to submit the residence certificate.

(c) Persons :-

(A) who are serving in Navy, Army, Air force and posted within the territorial jurisdiction of the University and

(B) Central/State Government employees posted within the territorial jurisdiction of the University

will be required to produce a certificate from the local Heads of the Departments stating that the employee has been working as Central/State Government employee in the district included within the territorial jurisdiction of the university. In case of the wards of such employees a certificate should be obtained from the Head of the Department stating that the candidate is dependent on the employee and residing with him.

Explanation : An examinee shall be deemed to be a bonafide resident of a district if--

- (a) his/her father or mother (after the death of the father) or guardian (in case of the death of both the father and the mother) or in case of married woman her husband is continuously residing in that district for not less than three years preceding the year in which the application for admission to the examination is submitted.
 - (b) he or his father or mother is a resident of that district possessing immovable property therein but serving elsewhere under the Central Government or the Madhya Pradesh Government.
 - (iii) his/her latest passport size photograph, duly attested by the forwarding officer.
 - (iv) the migration certificate, in original, issued by the University from which he is migrating.
 - (v) an application for registration if he is not already registered for the examination concerned.
 - (vi) In case the candidate has taken a correspondence course, a certificate from the officer-in-charge that he has satisfactorily completed the course.
- (2) In the application for admission to the examination the candidate shall specify the subjects or papers in which he/she desires to present himself for the examination.

Provided that no non-Collegiate candidate shall be allowed to offer a subject or paper prescribed in the course of study unless the same is offered by regular candidates.

- (3) A non-collegiate candidate shall pay with his application for admission to an examination the fee prescribed for the examination together with the following other prescribed fees :-

- (i) Registration fee
- (ii) Permission fee
- (iii) Statement of marks fee
- (iv) Forwarding fee
- (v) Any other prescribed fee

Provided that a candidate who has been registered for an examination shall not be required to pay registration fee again for the same examination.

Provided further that registration fee shall not be payable by the candidate if he/she has taken a correspondence course for the examination in the University.

Provided also that "Permission fee" shall not be payable by the candidate if he/she has taken a correspondence course for the examination in the University.

Provided also that "Permission fee" shall not be payable by a non-collegiate candidate, who has been declared eligible for a second/supplementary examination and appears at the examination as a second/supplementary examination candidate.

Note:

- (a) Permission fee shall lapse to the University if the candidate fails or does not appear at the examination for which such permission was granted by the University.
 - (b) All fees shall be paid through crossed bank draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.
- (4) A non-collegiate candidate migrating from another University or Board of Secondary Education shall send with his/her application for admission to an examination the migration certificate from the University or Board from which he/she is migrating and pay the prescribed immigration fee.

Provided that immigration fee shall not be payable by a candidate migrating from a University in Madhya Pradesh or the Board of Secondary Education in Madhya Pradesh.

Part - V

General conditions applicable to all candidates :

15. (a) In the annual system of examinations, where there are two or three examinations for any degree such as Part I, II, and III or Previous and Final examinations and there are two or more alternative subjects/courses for such a degree, a candidate for the degree must take the same subject/course in Part II and Part III/Final examination as he has taken in the Part I/Previous examination.
- Similarly, in the semester system of examinations, the subjects offered in the beginning of the course shall not be changed throughout the course.

- (b) There shall be unit system in the courses of studies in Acharya and M.A. examinations and Shastri and B.A. examinations and the question papers will be set according to unit system. The Subject Committees while drafting the syllabi of the examinations shall divide the courses of each paper in units. There shall be unit-wise division of the syllabus and the questions will be asked from each unit in the examination giving alternatives only within the units. Repetition of questions of previous years may be possible. The minimum passing marks in Shastri and B.A. examinations in each subject shall be 33% in theory and practicals separately and in Acharya and M.A. examinations, the minimum pass marks in each theory paper shall be 20% and in practical 36% and minimum passing marks in the aggregate shall be 36%.
- (c) In order to increase the number of working days and to minimize the span of theory examination period there shall be grouping and combination of subjects at the degree level in Shastri and B.A. examinations and at the post-graduate level in the papers of Acharya and M.A. examinations and the candidates will have to offer only one subject or paper from a group or combination.

Provided that for the examination of Shastri and B.A. examinations the candidates shall be required to obtain 33% marks in aggregate of Foundation Course, i.e., General Awareness, Hindi Language, English Language, Environment Studies, Entrepreneurship Development, Computer Awareness, Moral Science, Human rights, Civic rights.

- (d) The syllabus of each paper shall be decided by the Subject Committees.
- (e) For regular students, all graduate and post-graduate courses both in University Teaching Departments and Colleges will be run on semester basis. There will be four semesters for post-graduate courses and six semesters under graduate courses.
- (f) For non-collegiate students, there will be annual system examinations.
16. No candidate shall appear in more than one degree examination or in more than one subject for the Acharya/ Master's degree (Previous or Final) in one and the same year in this University.
17. (a) A non-collegiate candidate who has passed the Shastri/Bachelor's degree Part I or Part II examination or the Previous examination for a Acharya/Master's degree;
- or**
- (b) a regular candidate who has passed any semester examination; of another University may, with the permission of the Kulpati be admitted to the next higher examination of the University for the degree concerned in the same subject(s) and in the same system of examination, provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
18. No person who has been expelled or rusticated from any College or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
19. An application for admission to an examination received by the Registrar after the last date notified by the University but not later than seven days after such last date may be entertained on payment of a prescribed late fee.

A further concession of seven days can be given with permission of the Kulpati on payment of the prescribed late fee.

20. Notwithstanding anything contained in the Ordinance relating to admission of candidate to an examination of the University, the Kulpati may, in special cases in which he is satisfied that delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respect to be entertained in the University Office with the prescribed special late permission fee even though the same is received after the period of 14 days mentioned in the foregoing paragraph, but such application can only be entertained not later than 15 days prior to commencement of examination in any case.

21. (1) The Registrar shall issue an admission card in favour of a candidate, if:--

- (a) the application of the candidate is complete in all particulars in accordance with the provisions applicable to him and in order.
- (b) the candidate is eligible for admission to examination, and
- (c) the fees as prescribed have been paid by the candidate.

Provided that if a candidate is not able to comply with all the above conditions till last date prescribed for submission of application form for the examination, may be permitted provisionally and a provisional admission card shall be issued for enabling him to appear in the examination, subject to the conditions that if the candidate does not comply with such conditions, by the date prescribed, the provisional admission so given to the examinee, shall automatically be cancelled.

(2) Where the practical examination is held earlier than the examination in theory papers a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.

Provided where the practical examination could not have been held before the theory examination, the practical examinations in the University Teaching Department/College shall be held within 15 days after the completion of the theory examination as far as possible both at the degree and post-graduate level.

(3) The admission card issued in favour of a candidate and also the permission given to non-collegiate candidate to appear at an examination may be withdrawn if it is found that:--

- (a) the admission card was issued or permission was given through a mistake, or the candidate was not eligible to appear in the examination.
- (b) any of the particulars given or documents submitted by the candidate in or with the application for enrolment, admission to a College or University Teaching Department or admission to an examination is false or incorrect.

- (4) The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further prescribed fee. Such card shall show in a prominent place the word "Duplicate".
22. A candidate shall not be admitted into the Examination Hall unless he produces the admission card before the Superintendent of the Examination Centre or the Invigilator. If a candidate is unable to produce the admission card on the first day of the examination, he may be allowed to appear in the examination on the condition that he shall produce the admission card on the next day of the examination. A candidate shall produce his admission card whenever required by the Superintendent or the Invigilator.
23. (a) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent for his indisciplined conduct or insolent behaviour towards the Superintendent or any Invigilator the candidate may be excluded from that day's examination and if he persists in misbehaviour he may be excluded from the rest of the examinations by the Superintendent of the Centre. The Superintendent and Invigilators shall have all the powers for search of a candidate and for seizure of any material in possession of candidate.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any Invigilator at the Centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to hinder the authorities in the discharge of their duties, the Superintendent may expel the candidate from the Centre and he may take police help.
- (c) If a candidate brings any dangerous weapon within the precincts of the Examination Centre he may be expelled from the Centre and/or handed over to the police by the Superintendent.
- (d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers, if any, of the examination.
- (e) In every case where action is taken by the Superintendent under (a), (b) or (c) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence, further punish a candidate by cancelling his examination and/or debarring him from appearing at any of the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- (f) (i) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.

- (ii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at any of the examinations of the University for one or more years, if
 - (a) it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tempering of University records including the answer books, marks-sheets, result charts, diplomas and the like. Or
 - (b) it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
 - (iii) When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such 'show-cause' letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, before awarding the penalty.
 - (iv) A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these students during the period of their disqualification.
 - (g) Notwithstanding anything contained in the foregoing provision, the provision made under M.P. recognized Examination Act of 1984 shall be applicable to the candidates using unfair means at the examination. The Principal of the College and or the Superintendent of the Examination Centre shall report the cases of unfair means to the University under the provision of the foregoing clauses of Ordinance or under the provision of the Recognized Examination Act or both and shall inform the University of the action taken by him.
24. (1) A candidate who, due to sickness or otherwise, is unable to present himself/herself at an examination, shall not receive a refund of his fee. Provided that the Kulpati may, in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination, viz. :

(i) Examination fee after prescribed deduction.

(ii) Fee for statement of marks.

Other fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a medical certificate of illness, if applicable, must be sent so as to reach the Registrar not earlier than and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in foregoing paragraph if he/she changes the Faculty or his subject in case of post-graduate examination.

Provided further that if the fee is adjusted on medical grounds, the medical certificate should be issued by the Government Medical Officer / Registered Medical Practitioner.

- (2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal of the College concerned after deduction of a prescribed sum.
 - (3) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after deduction of a prescribed sum.
 - (4) The examination and marks fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.
 - (5) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
25. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a prescribed fee.
26. No person who is under sentence of expulsion or rustication from a University Teaching Department or College or from the University or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
27. Duplicate copies of the following certificates shall be granted on payment of the prescribed fee viz.—
- (i) Marks List
 - (ii) Migration Certificate
 - (iii) Provisional Certificate

Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has not utilized the original Migration Certificate for appearing at any examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

28. Duplicate of University degree/diploma shall not be granted except in case in which the Kulpati is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has lost his diploma, or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the diploma may be granted on receipt of a prescribed fee.

29. The names of first ten successful candidates in each examination other than second full examination, who obtains first division in the first attempt and at one and the same sitting within the prescribed minimum period of the course of study shall be declared in order of Merit for each class/subject as the case may be.
30. (a) Notwithstanding anything contained in the concerned Ordinance, an examinee, who fails by a total of not more than three marks in not more than two subjects in any of the degree examinations held on **annual basis**, but secures more than the minimum aggregate marks required, shall be given three grace marks to enable him to pass the examination and in case of examinations held on semester basis, total grace marks in a year shall not exceed three marks.

Provided that if a candidate appearing at the Main/Supplementary examination, in one or two or three subjects as the case may be, the grace marks shall be awarded as follows—

- One grace mark – appearing in one subject.
- Two grace marks – appearing in two subjects.
- Three grace marks – appearing in more than two subjects.

Passing in aggregate is compulsory before benefit of marks is given.

- (b) For semester system of examinations, the rules for grace marks shall be as those prescribed in the concerned Ordinances.
31. The Kulpati may award one grace mark in case the candidate is failing by one mark or missing a division by one mark. Where the deficiency is so condoned one grace mark will be added in the paper/subject in which the candidate gets lowest marks.

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph-30.

32. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.

33. (1) The following shall be eligible to appear at Supplementary Examinations:--

- (a) Non-collegiate candidates who have failed at a main degree examination held on annual basis in not more than one subject or a group of the subject, as the case may be,
- (b) The candidates, who have been permitted to appear at the examination by the Registrar on the recommendation of the committee to decide the cases of unfair means.

Note : There will be no supplementary examination in the semester system of the examinations.

- (2) Every non-collegiate candidate desirous of appearing at the supplementary examination shall submit an application form as indicated in the ordinance with the requisite fees. The result of candidates appearing in the supplementary examination shall be declared in accordance with the provisions of this Ordinance.

- (3) In the case of a subject for supplementary examination in which there is also a practical test a candidate shall be required to appear in the written papers only if he passed at the main examination in practical and in practical only if he has passed in the written papers. A candidate who has failed both in written papers and practicals shall be examined in both-practicals and written papers.
- (4) A candidate appearing in the supplementary examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be except when provided otherwise in the examination ordinance concerned. The actual marks obtained by the candidate shall be taken into account for determining his division at the examination and the number of attempts shall be mentioned in the statement of marks. Such candidates shall not be given a place in the merit list.
- (5) Two chances for supplementary examinations will be given to a candidate. The second chance will be given in the next main examination. If he/she fails in the second chance also, then he/she will have to appear as an ex-student in all the subjects, that he had originally offered.

Part - VI**Re-totaling of marks in answer books:**

34. (1) Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for re-totaling of his marks in the written papers in any subject. Such application must be made so as to reach the Registrar within 15 days of the publication of the result of the examination.
- (2) Such application must be accompanied by the prescribed fee.

Provided that for purpose of this paragraph each paper of post-graduate examination in a subject and also B.P.Ed. and B.Ed. examinations, shall be reckoned as a subject.

- (3) The result of the scrutiny shall be communicated to the candidate.
- (4) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.

Part - VII**Semester system and annual system of examinations:**

35. (1) For regular candidates, there will be semester system of examinations. The rules for semester system are given in separate Ordinances.
 - (2) For non-collegiate candidates, there will be annual system of examinations.
 - (3) Change from semester system to annual system or vice-versa is not allowed.
36. Notwithstanding anything contained in the Ordinance relating to examinations the Executive Council shall have power to re-consider or reject or cancel an examination of any candidate who is provisionally permitted (subject to fulfilment of certain conditions) to appear at any examination of the University